

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

BUS DRIVER, PART-TIME

DATE POSTED:	April 28, 2009
CLOSING DATE:	May 12, 2009
LOCATION:	City Bus
GRADE:	13
ANNUAL SALARY:	\$13.41/hour

ONGOING

Interested persons should complete a civil service application and submit to:

**Civil Service Commission
Room 201B, Municipal Building
245 Washington Street
Watertown, New York 13601**

A complete job description is attached. Please note “Special Requirements.”

Elizabeth U. Morris

Executive Secretary

BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the safe and efficient operation of a bus on an assigned route collecting and accounting for the fees obtained from passengers. The work consists of recurring well-defined, routine manual tasks normally involved in bus driving. The bus driver is responsible for the safety and conduct of the passengers. The work is performed under the general supervision of the Transit Supervisor in accordance with established policies and procedures. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

Operates a municipal transit bus on a regular schedule or on special occasions;
Checks the operating condition of the bus before and after each trip using a checklist to ensure tires, lights, brakes, wipers, etc., are in working order;
Reports any mechanical defect to immediate superior;
Instructs or informs the public about safety practices and directions;
Sells bus tokens;
Does related work as required such as time sheets, mileage records, defect sheets, accident forms, etc.;
Collects and accounts for fees;
May be required to perform minor maintenance tasks on vehicles.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the geography of the city; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving or hazardous road conditions; ability to make minor repairs to vehicle; ability to understand and follow routine oral and written instructions; ability to get along well with the public and to command their respect; mental alertness; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of experience.

SPECIAL REQUIREMENTS:

1. Possession of a New York State CDL Class B license with "P" endorsement at time of appointment.
2. Candidates must satisfy the requirements contained in Article 19-A of the New York State Vehicle and Traffic Law.